WAREHOUSE PROCEDURES

By:
SFC DONALD BROADNAX
WAREHOUSE SUPERVISOR

Items of Discussion

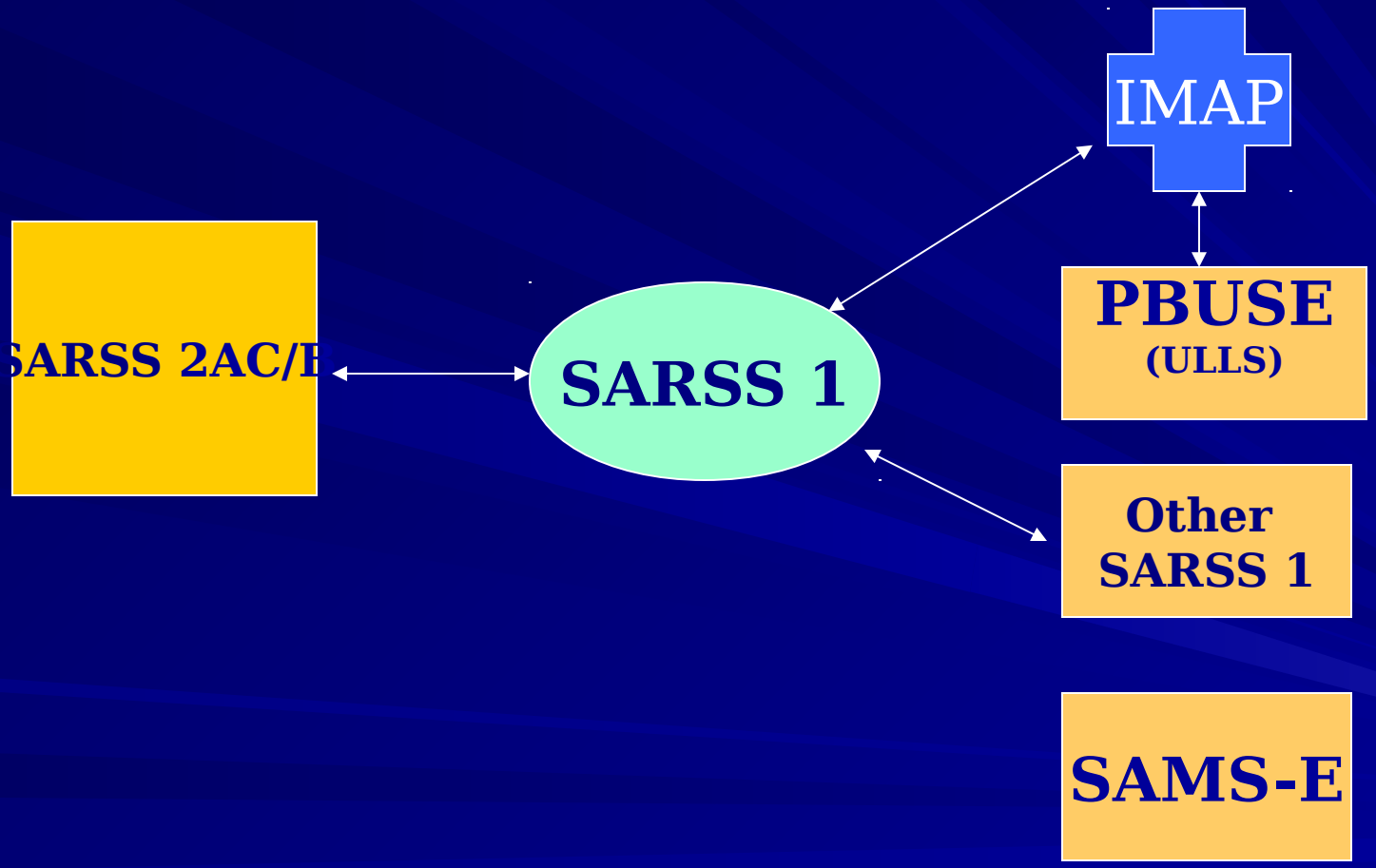
- Customer Service
- Requisitioning Flow
- Authorization to Request/Receive Supplies DA Form 1687
- Sign In Procedures
- Appointments For Turning in Equipment
- Request for Turn Ins
- Meals Ready To Eat (MRE’S)
- Army Combat Uniform (ACU’S) /Boots

CUSTOMER SERVICE

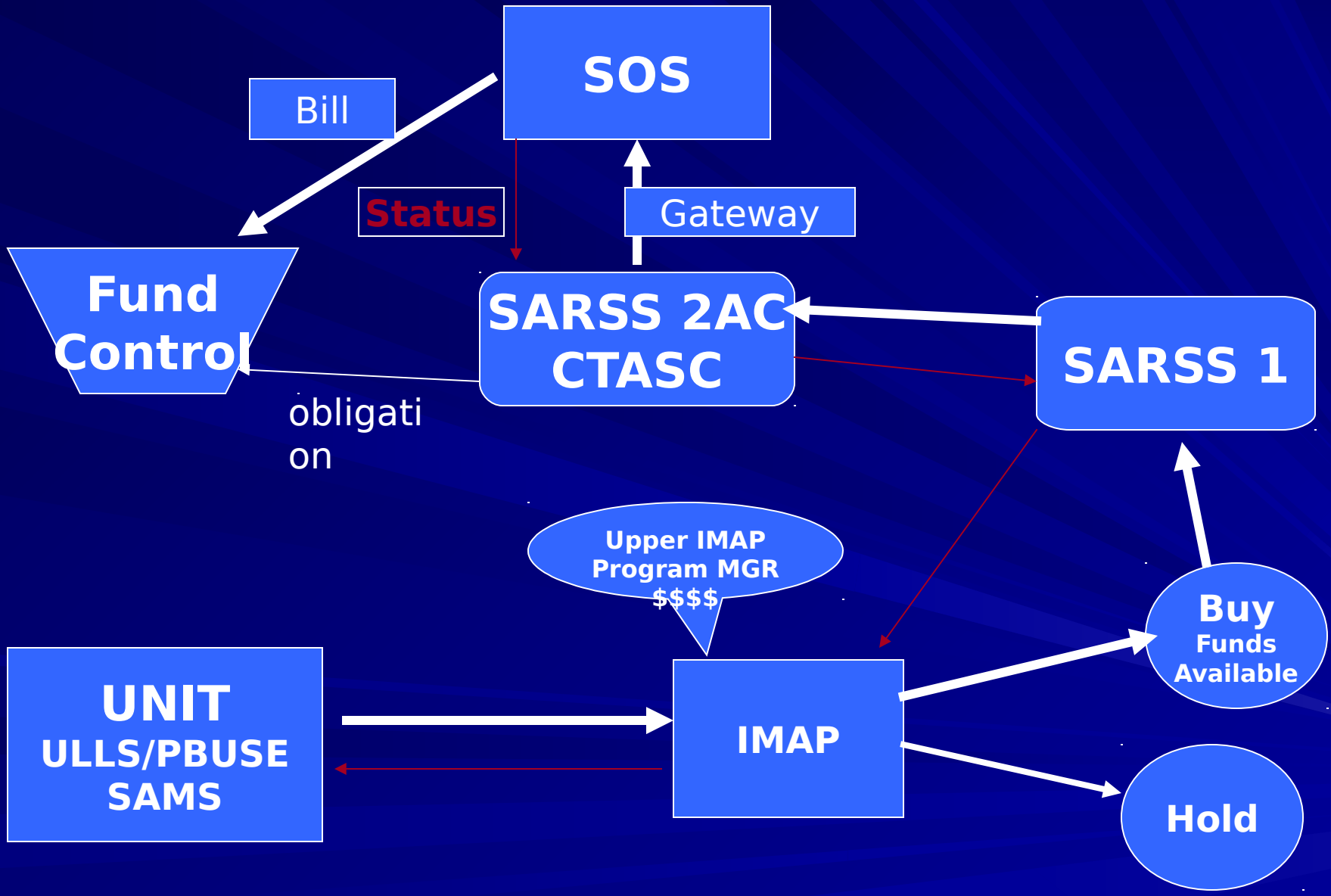
USPFO MISSION STATEMENT

The USPFO is the major service organization in the state that services individuals, units, organizations, and facilities. We must account for all federal property and dollars provided to the Tennessee Army & Air National Guard. The USPFO must be the leader in providing excellence in service to our customers.

SARSS 1 Interfaces



Requisition Flow



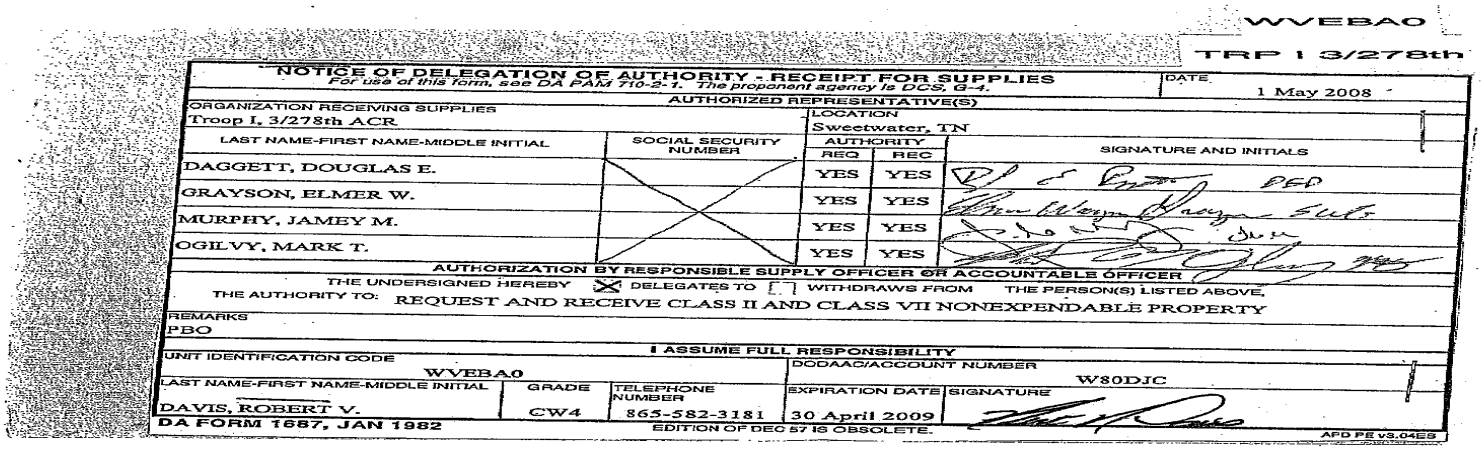
Authorization to Request/Receive Supplies

All supported units will provide two (2) copies of DA Form 1687, Authorization to Request/ Receive Supplies, along with a set of Assumption of Command Orders. These signature cards are required initially upon change of Company or Battery Commanders and upon expiration of the current DA Form 1687.

CONTINUE

- Only the Commander and his designated representatives are authorized to request or receive supplies from this Supply Support Activity.

DA FORM 1687



WVEBA0

TRP I 3/278th

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES
For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.

DATE: 1 May 2008

AUTHORIZED REPRESENTATIVE(S)

ORGANIZATION RECEIVING SUPPLIES: Troop I, 3/278th ACR

LOCATION: Sweetwater, TN

LAST NAME-FIRST NAME-MIDDLE INITIAL	SOCIAL SECURITY NUMBER	AUTHORITY REQ	AUTHORITY REC	SIGNATURE AND INITIALS
DAGGETT, DOUGLAS E.		YES	YES	
GRAYSON, ELMER W.		YES	YES	
MURPHY, JAMEY M.		YES	YES	
OGILVY, MARK T.		YES	YES	

AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER

THE UNDERSIGNED HEREBY [X] DELEGATES TO [ ] WITHDRAWS FROM THE PERSON(S) LISTED ABOVE,
THE AUTHORITY TO: REQUEST AND RECEIVE CLASS II AND CLASS VII NONEXPENDABLE PROPERTY

REMARKS: PBO

I ASSUME FULL RESPONSIBILITY

UNIT IDENTIFICATION CODE: WVEBA0

DODAAC/ACCOUNT NUMBER: W80DJC

LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE
DAVIS, ROBERT V.	CW4	865-582-3181	30 April 2009	

DA FORM 1687, JAN 1982 — EDITION OF DEC 57 IS OBSOLETE. — APD PE v3.04ES

Assumption of Command

DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCE HEADQUARTERS
TENNESSEE NATIONAL GUARD
45TH CIVIL SUPPORT TEAM (WMD)
BLDG 551 VOLUNTEER TRAINING SITE
SMYRNA, TENNESSEE 37167-2009

JFHQ-TN-J3 (CST) 1 August 2006

MEMORANDUM FOR RECORD

SUBJECT: Assumption of Command

1. The undersigned assumes command of the 45TH Civil Support Team (WMD) effective 1 August 2006.

2. Authority : Chapter 3, AR 600-20

3. Period: Until officially relieved or released from appointment or assignment.

DAVID R. SMITH
Maj, TNANG
Commanding

Sign In Procedures

- Ring Bell (during the winter)
- Name, Unit, Date and Time
- Badge
- Service
- No Exception

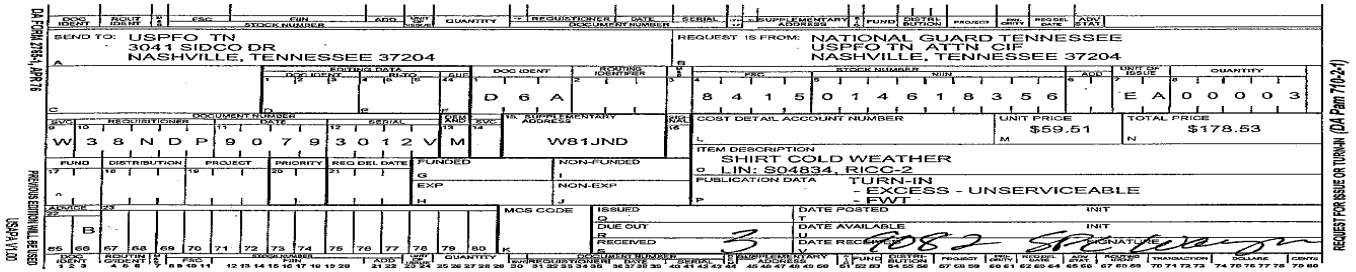
Appointments For Turning-in Equipment

- Units must call to request appointments for the warehouse.
- No customers will be turned away for an unscheduled turn-in; however, all quantities for unscheduled turn-ins must remain small due to scheduled work being processed.
- The facility will process walk-ins provided all necessary paperwork, work orders and editing has occurred.
- POC is SFC Broadnax: TNNET: 0722

Request for Turn-In

- Customers will use DA Form 2765-1 to turn-in excess serviceable/unserviceable equipment or Found-on-Installation (FOI).
- Property Management Branch will screen all non-expendable turn-ins for lateral transfer and redistribution of equipment.
- An example of a properly completed DA Form 2765-1 is provided in DA PAM 710-2-1.

DA FORM 2765-1



SEND TO: USPFO TN
3041 SIDCO DR
NASHVILLE, TENNESSEE 37204

REQUEST IS FROM: NATIONAL GUARD TENNESSEE
USPFO TN ATTN CIF
NASHVILLE, TENNESSEE 37204

DOC IDENT: D 6 A

FSC: 8 4 1 5 | STOCK NUMBER: 0 1 4 6 1 8 3 5 6 | U/I: E A | QUANTITY: 0 0 0 0 3

DOCUMENT NUMBER: W 3 8 N D P 9 0 7 9 | SERIAL: 3 0 1 2 V | SUFFIX: M

SUPPLEMENTARY ADDRESS: W81JND

COST DETAIL ACCOUNT NUMBER

UNIT PRICE: $59.51

TOTAL PRICE: $178.53

ITEM DESCRIPTION
SHIRT COLD WEATHER
LIN: S04834, RICC-2

PUBLICATION DATA: TURN-IN
- EXCESS - UNSERVICEABLE
- FVT

FUND | DISTRIBUTION | PROJECT | PRIORITY | REQ DEL DATE

FUNDED | NON-FUNDED

EXP | NON-EXP

SUFFIX: B

MCS CODE

ISSUED

DUE OUT

RECEIVED

DATE POSTED

DATE AVAILABLE

DATE RECEIVED: 7082

INIT

SIGNATURE

REQUEST FOR ISSUE OR TURN-IN (DA Form 7710-2-1)

PREVIOUS EDITIONS MAY BE USED

DA FORM 2765-1, JAN 76

CONTINUE

- All turn-in must be processed through supporting FMS or CSMS and the inspection worksheet must be attached showing the condition of the item.
- Examples are DA Form 2404,DA Form 5504, DA Form 2407, and DA Form 461-5.

MRE’S

- MRE’s for IDT will be requisitioned via e mail through JFHQ-TN-J4 to USPFO S&S with NSN, QTY, and DOCUMENT NUMBER and justification.
- DOL will put proper SMC code and forward to USPFO Warehouse. USPFO is no longer authorized to stock MRE’s due to Single Stock Fund business rules. Because of this units need to submit requests in a timely manner so they can be shipped from DEPOT.

ACU’S

- Deplete Stock
- Inventory list
- Boot’s inventory list

Points of Contact

- SFC Donald Broadnax Warehouse Supervisor DSN 683-0722 TNNET: 0722
- SGT Michael Cox Receiving Shipping Clerk DSN 683-0704 TNNET: 0704
- Customer Service 615.313.0702
- Sarss-1 Help DSN: 683.0786 TNNET: 0786

QUESTIONS